

RECORD PLAT APPROVAL
COMPLETE SUBMITTAL CHECKLIST

Record Plat to be submitted to the Planning Department in accordance with the provisions outlined in Articles III & IV of the Subdivision Regulations. Conditions issued by the Planning Commission and/or reviewing agencies during the Design Plan Review period and during the Administrative Construction Plan approval period are to be addressed prior to submitting the Record Plat(s) for Review, Administrative Approval, & Recording. Submittal of paper copies of the proposed Record Plat is generally encouraged prior to submitting the Final Plat for signature and execution. All fees should be made payable to "Clermont County Treasurer."

The following items and this checklist shall be submitted as a packet to the Planning Department accompanying the Record Plat:

- ☐ COMPLETE & CORRECT MYLAR OF THE PROPOSED RECORD PLAT FOR RECORDING
- ☐ CERTIFICATE OF TITLE
- ☐ RECORDING FEES FOR RECORD PLAT - \$80.00/PAGE
- ☐ COUNTY ENGINEER STREET & SIDEWALK BONDS (CORRECT AMOUNTS)
- ☐ COUNTY WATER & SEWER DISTRICT SEWER & WATER BONDS (CORRECT AMOUNTS)
- ☐ STORM WATER VERIFICATION OR WMSC BOND
- ☐ ACREAGE BREAKOUT FROM EACH PARENT TRACT INVOLVED IN PLAT
- ☐ HOA DOCUMENTS FOR 1ST SECTION OF SUBDIVISION
- ☐ HOA DOCUMENT RECORDING FEES - \$28.00/1ST TWO PAGES + \$8.00/EACH PAGE THEREAFTER
- ☐ CD CONTAINING ELECTRONIC/DIGITAL VERSION OF PLAT (DXF OR DWG FILES ONLY)
- ☐ WATER AND/OR SEWER AS-BUILTS
- ☐ OTHER DOCUMENTATION (AS REQUIRED – DEVELOPMENT SPECIFIC INFORMATION)

AFTER SUBMITTAL IS DEEMED COMPLETE, THE APPROVAL PROCESS SHALL PROCEED AS FOLLOWS:

1. Planning Department review & signature
2. Routed to Clermont County Water & Sewer District - review & signature
3. Routed to Clermont County Building Inspection Department - review & signature
4. Routed to County Engineer's Office - review & signature
5. Routed To BCC (Friday before Regular Session the following week)
6. BCC Regular Session – signature issued
7. County Engineer Routes to Tax Map Department
8. Tax Map Department routes parcel numbers to Auditor's Real Estate Division
9. Developer Receives Parcel Numbers for sale/purchase/permits

Please allow ample time to complete recording of the plat, as measured from the date of submitting the Record Plat and all required accompanying documentation. Incorrect submittals, outstanding issues from previous approvals, or failure to provide required documentation will add additional time to the recording process. A complete submittal containing incorrect information will require additional review time.

NOTE:

IF ANY RECORD PLAT SUBMITTAL IS MISSING ANY OF THE ABOVE ITEMS, THE APPLICATION WILL BE DEEMED AS BEING INCOMPLETE, WITH A LIST OF DEFICIENCIES RETURNED TO THE APPLICANT TO ADDRESS. REVIEW WILL COMMENCE ONCE ALL ITEMS ARE RECEIVED FROM THE DEVELOPER AND THE RECORD PLAT SUBMITTAL IS ACCEPTED BY THE PLANNING DEPARTMENT.

RECORD PLAT APPROVAL STANDARD OPERATING PROCEDURES

Record Plat Submittal and Completeness Check:

Applicant submits Record Plat, Record Plat Submittal checklist, and the accompanying Information Packet to Permit Central. Planning Staff will review the application packet for the appropriate materials, forms, and information and will determine if the submittal is complete. If information is complete, the recording fees, bonding documents, etc. will be routed along to the appropriate agencies. Staff will then begin circulation of the plat.

If the information packet is missing material or is otherwise deemed incomplete, the plat shall be returned to the applicant and shall be deemed "Not Acceptable" on the grounds of incompleteness. In no instance shall any Record Plat be accepted without first verifying completeness of all supporting documentation based on the Record Plat submittal checklist.

Planning Department:

Planning Staff will review the proposed Record Plat to determine final compliance with all issued conditions, concerns; etc placed upon the development during Design and Construction Plan Review, and will examine the Record Plat to determine if appropriate items are included thereon. If all conditions are addressed, staff shall issue a signature and route the project forward in the overall approval process.

Routed to Clermont County Water & Sewer District:

Planning Staff will forward the Record Plat onto the CCWSD for review & signature, and will also examine the bonding documentation submitted for the project site relative to public water and/or sewer infrastructure. The CCWSD will review the plat at Permit Central as well, and if all conditions for approval are satisfied, the CCWSD's designated representative will sign the plat and route the project forward.

Routed to Clermont County Building Inspection Department:

CCWSD Staff will forward the Record Plat onto the Building Inspections Dept. for W.M.S.C. review & signature and will also examine the bonding documentation submitted for the project site for grading and/or sediment control purposes. The BID will review the plat at Permit Central as well, and if all conditions for approval are satisfied, the BID's designated representative will sign the plat and route the project forward.

Routed to County Engineer's Office:

BID Staff will forward the Record Plat onto the Clermont County Engineer's Office for review & signature. The County Engineer's Office will also examine the bonding documentation submitted for the project site for streets and sidewalks. If all conditions for approval are satisfied, the County Engineer's designated representative will sign the plat and prepare the plat for the BCC Regular Session to allow the Board to sign the plat as required by present subdivision regulations.

Routed to BCC (Friday before Regular Session the following week):

Once the County Engineer's Office prepares all necessary documentation relative to the proposed Record Plat, the County Engineer forwards the plat onto the Board of County Commissioners for action at the next regular session. Once the Board acts on the Record Plat, the County Engineer then moves the plat forward in the approval process.

Tax Map Department:

Immediately following the BCC action on the plat, the County Engineer's Office will forward the plat to the County Tax Maps Department in order to map the proposed Record Plat and to assign parcel numbers to each individual lot. After this action is completed, the Tax Map Department will route the parcel numbers onto the Real Estate Division with the Auditor's Office. Once parcels are in the system, the developer will have parcel numbers available for sale/transfer/permitting.

Real Estate Division:

Parcel Numbers are assigned. Developer receives parcel numbers to transfer/sell/permit. Record Plat recording process is complete.

APPROVAL CLAUSES FOR
RECORD PLATS

DEDICATION FOR PUBLIC USE AND ACKNOWLEDGEMENT

We, the undersigned, as all of the record owners and lien holders of the lands herein platted, do hereby accept and adopt the said plat and voluntarily consent to execution and recording of same, and we hereby dedicate all streets (rights of way), pedestrian walkways, parks or public grounds and public easements as shown hereon to public use forever as public facilities for purposes of ingress and egress, construction, operation, maintenance, repair, replacement and/or removal of public utilities and access during times of such construction and for the express privilege of removing any and all trees or other obstruction to the free use of said streets, rights of way, and public utilities which are to be maintained as such forever. Said streets and utilities shall be constructed in accordance with the specifications established by the Board of County Commissioners of Clermont County, Ohio as they may from time-to-time be amended and acceptance of said improvements shall be in accordance with the provisions of Chapter 711 of the Ohio Revised Code.

The remaining easements shown on this plat are granted for the construction, operation, maintenance, repair, replacement or removal of private utilities or other services, private connection of sewer and water utilities and for surface water control and are established for the purpose and benefit of all property owners within the platted area, their heirs, successors and assigns, forever.

OWNERS

Owner

Owner

State of Ohio, County of _____, s.s.

Be it remembered that on the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said County and State, personally came

and acknowledged the signing and execution of this plat to be their voluntary act and deed for the purposes herein mentioned.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my Notarial Seal on the day and year last foresaid,

Notary Public

LIEN HOLDER

Name, Title

Institution

Name, Title

Institution

State of Ohio, County of _____, s.s.

Be it remembered that on the _____ day of _____, 20____, before me, the subscriber, a Notary Public in and for said County and State, personally appeared the corporation whose name is subscribed to and which executed the foregoing instrument, and for themselves and as such officers respectively, and for and on behalf of said corporation, acknowledged the signing and execution of said instrument; and acknowledge that the seal affixed to the said instrument is the corporate seal to, and otherwise executed, said instrument by authority of the Board of Directors, and on behalf, of said corporation; and that the signing and execution of said instrument is their free and voluntary act and deed, their free act and deed as such officers respectively, and the free and voluntary act and deed of said corporation, for the uses and purposes in said instrument mentioned.

IN TESTIMONY WHEREOF, I hereunto subscribed my name and affixed my Notarial Seal on the day and year last foresaid.

Notary Public

SURVEYOR'S CERTIFICATION

I hereby certify that this subdivision plat is a true and complete survey made under my supervision and that all monuments are set as shown.

Registered Surveyor

ZONING CERTIFICATION

I hereby certify that this subdivision satisfies all applicable requirements of the zoning district governing the use of the land at the time of execution.

Township Zoning Inspector

APPROVAL BY PUBLIC OFFICIALS

This plat has been approved by the Clermont County Planning Commission and the Recorder of Clermont County, Ohio, is hereby authorized to file this plat for record.

Approved: _____, 20____.
Clermont County Planning Commission
By _____
Authorized Representative

Approved: _____, 20____.
Clermont County Engineer
By _____
Authorized Representative

Approved: _____, 20____.
Clermont County W.M.S.C
By _____
Authorized Representative

Approved: _____, 20____.
Clermont County Water and Sewer District
By _____
Authorized Representative

By resolution, the Clermont County Commissioners hereby approve the Performance Bond for the construction of the public improvements required by the Subdivision Regulations of Clermont County, Ohio, which has been filed with the Clermont County Commissioners. However, we specifically reserve our acceptance of the streets on this plat as public roads until such time as they have been constructed in accordance with the *Subdivision Street Design and Construction Standards for Clermont County*, the construction of said streets have been certified as complete by the County Engineer and a Resolution so stating has been adopted and placed on record by the Clermont County Commissioners.

The Clermont County Commissioners assume no legal obligation to maintain or repair any open drainage ditches, closed storm sewer systems, or channels designated as "Drainage Easements" on this plat. The easement area of each lot and all improvements with it shall be maintained continuously by the lot owner. Within the easements, no structure, planting, fencing, culvert or other material shall be placed or permitted to remain which may obstruct, retard or divert the flow through the water course.

ATTEST:

Clerk

Clermont County Commissioners

Plat Number Assigned

Please Note: The proper notarial acknowledgment depends on whether the owners or lien holders are individuals or corporations.

CERTIFICATE OF TITLE

Date: _____, 20____
Batavia, Ohio

To the Board of County Commissioners
Of Clermont County, Ohio:

The undersigned, _____, an attorney-at-law, practicing in _____ County, Ohio, hereby certifies that he/she has examined the title to all land dedicated to public use as Public Roads and/or walkways and/or Easements for maintenance and operation of Storm and/or Sanitary Sewers, as shown on the proposed plat of _____ Subdivision, approved by the Clermont County Planning Commission, on _____, 20____, and that _____ (owner/developer) has good and marketable title thereto in fee simple, subject only to the following:

Taxes– Current, Unpaid: _____
Taxes–Delinquent : _____
Assessments: _____
Other Liens and Encumbrances: _____

Attorney-at-Law

GUARANTEE OF PAYMENT OF ASSESSMENTS

In consideration of the acceptance of the property described in the foregoing certificate and tendered on the plat therein described, the undersigned agree to pay all taxes and assessments which now are a lien, or which may become a lien on the said premises prior to such time as the same are accepted as public ways.

Owner or Developer

Signature

ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE

RECORD PLAT SUBMITTAL

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	Proposed name of subdivision under Section 302		
2	Vicinity map showing subdivision location		
3	Location by military survey or other survey		
4	Location by Township		
5	Name, address, and phone numbers of owner and applicant		
6	Name, addresses, and phone numbers of professional engineer and registered surveyor who prepared the plan		
7	Appropriate registration number and seals, including one set of plans with original stamp and signature		
8	Scale of the plan, north point		
9	Boundaries of the subdivision		
10	Total acreage of entire tract, total acreage of the land in lots, total acreage of land contained in streets, total acreage of open space, park land, etc		
11	Names of adjacent subdivisions, owners of adjoining parcels of undivided land and the location of boundary lines		
12	Locations, dimensions, and names of existing streets, railroad right-of-ways, easements, parks, permanent buildings and corporations, Township, and County lines		
13	Location of proposed streets and easements		
14	Names and widths of proposed streets and easements		
15	Building setback lines and dimensions		
16	Layout, numbers, and approximate dimensions of each lot		
17	Parcels of land in acres to be reserved for public use or to be reserved by covenant for residents of the subdivision		
18	Restriction and covenants the applicant intends to include in the deeds to the lots of the subdivision		
19	Bearings and distances to street lines, military survey lines, or Township lines or permanent monument which shall accurately describe the plat		
20	Municipal, military survey, or Township lines tied to the lines of the subdivision by distances and bearings		
21	Radii, internal angles, points of curvature, tangent bearings, lengths of arcs and curve data of all applicable streets within the plat area		
22	Accurate description of permanent cornerstones and concrete markers which shall be located and set with the minimum requirements of the Ohio Revised Code Section 711.03 and shall in all instances be located and set to establish all boundary lines of the subdivisions, all intersections, and all centers of cul-de-sacs		

ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE

RECORD PLAT SUBMITTAL

		HAVE	NEED
23	An accompanying Certificate of Title, completed by an Attorney-at-Law who is licensed to practice in the State of Ohio, certifying that all taxes are current and there are no liens or encumbrances on the property, or that record owners and lien holders of the property therein platted do hereby accept said plat and consent to the execution and recording of same (or similar clause signed by owner on application for minor subdivision		
24	A statement certifying that the subdivision satisfies all applicable requirements of the zoning district governing the use of the land at the time of approval		
25	Certification by a registered surveyor to the effect that the plat represents a survey completed by the surveyor and that the monuments shown thereon exist as located in all dimensional details are correct		
26	A notarized acknowledgment of all owners and lien holders to the plat and its restrictions including dedication to the public uses of streets, alleys, parks and other spaces shown thereon and granting required easements		
27	Copy of the proposed Homeowners Association agreement (if applicable)		
28	All easements for right-of-way provided for public services or utilities, and any limitations of such easements		
29	Location and/or statement of adequate outlet for aerobic sewage discharge as approved by the Clermont County Board of Health. This statement may be made in the form of a notation of reference to a recorded document.		
30	Plat boundaries based on accurate travers with angular and lineal dimensions. All dimensions, both angular and lineal shall be determined by an accurate control survey in the field which must balance and close within the limit of one (1) in ten-thousand (10,000)		
31	Date		
32	Exact locations, right-of-way, and names of all streets within and adjoining plat		
33	All lot numbers and lines with accurate dimensions in feet and hundredths, with bearings or angles to street lines. When lots are located on a curve, the lots width at the building setback line shall be shown.		
34	Area of individual lots in acres		
35	Area of individual lots in square feet		
36	Accurate outline of areas to be dedicated or reserved for public use, or any area to be reserved for the common use of all property owners. The use and accurate boundary locations shall be shown for each parcel of land to be dedicated		
37	Should the record plat involve a Planned Unit Development (PUD) or a Special Development, those items which may be required to be shown on the record plat by the appropriate zoning or platting authority.		
38	Approval and acceptance clause for the signatures of a representative of the Clermont County Planning Commission, the County Engineer, the Clermont County Water and Sewer District, the Clermont County W.M.S.C Administrator or his designated representative, and the Clermont County Board of County Commissioners. The signature of the Township Zoning Inspector shall be required on the record plats of all Planned Unit Developments in any Township that has an adopted zoning resolution.		